



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Rambutan Road, UP Los Baños, College, Laguna 4031 Philippines
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APPRAISAL AND DISPOSAL COMMITTEE FOR MOTOR VEHICLES (ADC-MV)

INVITATION TO BID
PUBLIC AUCTION FOR THE SALE AND DISPOSAL OF
UNSERVICABLE MOTOR VEHICLES AND SCRAP VEHICLE PARTS
BID NO. UPLB-MV-D-12-002-23

The Appraisal and Disposal Committee for Motor Vehicles (ADC-MV) of the University of the Philippines Los Baños (UPLB) hereby invites all interested parties to participate in the public auction of **eighteen (18) lots** of unserviceable motor vehicles and scrap vehicle parts under **Bid No. UPLB-MV-D-12-002-23** on “**AS IS WHERE IS**” basis (see photos in Annex A). Evaluation and award shall be on a per lot basis. These items will be sold to the highest bidder who will pay in cash.

NO.	ARTICLE AND DESCRIPTION MAKE AND TYPE	LOCATION
1	CAR , Nissan Sentra, Sedan model 1998, Gas engine, white, motor#GA16P000862H, chassis#BAYALHAB14-C22535, Plate#SJX-282	CES-FOD
2	CAR , Toyota Crown model 1997, Dark Turquoise Mica motor#2JZ-0538783, Chassis#JZS155-0080909, Plate#OEV-20056	OVCRE-CMDL
3	CAR , Honda City model 1998 Sedan motor#P3SD1-P200067, Chassis#PAD3A2550WV000113, Plate#SFD-839	CES-FOD
4	E-BIKE , Eagle	SPMO-JUNKYARD
5	JEEP , Toyota Land Cruiser, model FG40LV, Gas engine, motor#18R-2019495, chassis#RT140-131219, Plate#SAF-845	CES-FOD
6	JITNEY , Suzuki, Passenger 5-seater, 3 cylinder, 2WD, water-cooled 600cc displacement, motor#F6A-5658121, chassis#DC51T-137988, Plate#SKG-965 (with spare tire & rim)	CES-FOD
7	JITNEY , Suzuki, Passenger 5-seater, 3 cylinder, 2WD, water-cooled 600cc displacement, motor#F6A-5861485, chassis#DC51T-219700, Plate#SKB-831	CES-FOD
8	MOTORCYCLE , HONDA TMX 155, 2005 model, color red, motor#KB50604Y005981E, chassis# KB506-04Y-005981, Plate#SK-4666	IPB
9	MOTORCYCLE , KAWASAKI model 1993, motor#G7E-079414, chassis#811217, Plate#SC-9337	CES-FOD
10	MOTORCYCLE , YAMAHA RS 100cc, red, motor#4J6032938, chassis# 4J6032938, Plate#SB-5993	IPB
11	MOTORCYCLE , YAMAHA RS 100cc, blue, motor#4J6-31967K, chassis# 4J6-031967, Plate#SB-4281	IPB



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12	PICK-UP, Mazda double cab, red, engine#RF-293175, Chassis#UPY023-HF002786, Plate# SDT-274	UPMO
13	TRACTOR, FORD 6610, SN#BB89799, engine#164010	CES-FOD
14	TRAILER, 1/4 Ton, Chassis#BLT-4525C-SPC	DTRI
15	TRAILER, w/ 2 wheels, model XM-10, ser#AV-282509	DTRI
16	VAN, Hi-Ace Toyota model 1987, motor#2L-1340573, Chassis#JTIVLH61V-00073676, Plate#SGJ-263	CES-FOD
17	VAN, Mitsubishi L300 Versa, model 1994, Diesel engine motor#4D56A-B8731, chassis#L069WQZJL-04905, Plate#SFB-832	CES-FOD
18	CAR, Toyota Corolla, Big body, White color	CES-FOD

Schedule of Activities:

Pre-Auction Conference: **7 Dec 2023 (Thursday), 10:00 AM**
 Venue: Ground Floor, Central Experiment Station (CES) Building (along IPB Road, in front of National Seed Foundation).

Viewing/ Ocular Inspection: **7 Dec 2023**
 After the pre-auction conference.

Contact Persons: **Mr. Arnold Mamino or Mr. Mark Jayson Aguilando**
 Meeting Place: **CES Temporary Junkyard**

Deadline for Submission of Sealed Envelopes: **13 Dec 2023 (Wednesday), 9:30 A.M.**
 Venue: Ground Floor, Central Experiment Station (CES) Building (along IPB Road, in front of National Seed Foundation).

Terms, Conditions, Procedures and Guidelines

A. Pre- Auction

1. Sale of the unserviceable motor vehicles and scrap vehicle parts will be conducted through **Public Auction**, which is open to all interested bidders.
2. Interested bidders are invited to attend the **pre-auction conference** and conduct **physical inspection** to see the actual condition of the items. All bidders are required to sign in the attendance sheet provided by SPMO.
3. The **Bid Forms** shall be available starting 1 Dec 2023, from 8:00 A.M. to 5:00 P.M at the Supply and Property Management Office through **Mr. Arnold F. Mamino**, Appraisal and Disposal Committee Support Staff, or can be downloaded from the **SPMO website** (<https://www.spmo.uplb.edu.ph/>).



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B. During the Auction

4. The deadline for submission of requirements and accomplished bid forms shall be **13 Dec 2023 (Wed) at 9:30 A.M.** The opening of bids/offers shall immediately follow, and late bids shall not be accepted.
5. The prospective bidder shall personally bid for the item/s. He / She may authorize a representative to bid on his/her behalf during the auction provided that a duly notarized Special Power of Attorney is presented before the opening of bids. Otherwise, the bid shall not be accepted.
6. The bidder must submit the following documents enclosed in a sealed envelope (Annex B.1):
 - I. **Sealed Envelope No. 1 (any size)**
 - a. copy of Updated Mayor's permit
 - b. copy of BIR Registration
 - c. copy of DTI Registration
 - II. **Sealed Envelope No. 2 (any size)**
 - a. Properly accomplished and duly signed bid form
 - b. Bidder's Bond in the form of cash in the amount equivalent to at least ten percent (10%) of the Total Bid Offer.

The sealed envelope (with the Bidder's name, Bid No. and Envelope No.) shall be addressed to:
The Chair
Appraisal and Disposal Committee for Motor Vehicles (ADC-MV)
University of the Philippines Los Baños
College, Laguna

7. Bid offers shall be expressed in written words and figures in Philippine Currency. In case of discrepancies, the **amount in words shall be considered as the final bid price.**
8. The Bidder can bid for one or more lots. The Bidder with the **highest bid price** and whose offer is considered the most advantageous to the university shall be awarded and declared as the "Winning Bidder", provided the offer shall not be less than the minimum bid set by the ADC-MV.

C. After the Auction

9. The winning bidder shall be issued a Notice of Award (NOA) for the item/s purchased.
10. The winning bidder's payment for the awarded item/s may either be through Cash or Online (please follow the instructions in Annex B.2).
11. Upon submission of the proof of payment (UP Form 113/Official Receipt), **the winning bidder must submit a list of authorized staff and photocopy of their valid IDs** prior to the issuance of the **Authority to Release/Gate Pass**. Only those persons listed shall be allowed to enter the location, conduct post-inspection, haul, and transport the unserviceable property/ies.
12. Withdrawal/hauling of the sold item/s should be done by the winning bidder/s within ten (10) government working days after receipt of the award. Otherwise, a storage fee of **One Hundred Pesos (P100.00) per lot/day** shall be charged to the winning bidder. Failure to claim/haul the item/s after **fifteen (15) days from receipt of the award** will result in the cancellation of the award and bidder's bond forfeited.
13. The schedule of hauling/withdrawal/ transport of items should be done during office hours (from 9:00 A.M. to 3:00 P.M., Mondays to Fridays) and must be coordinated with the authorized



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End-user, SPMO and CES Temporary Junkyard Representatives. **The ADC-MV shall implement the No Appointment, No Hauling Policy.**

14. All expenses for the hauling of the unserviceable properties shall be for the account of the winning bidder.
15. The UPLB reserves the right to reject any or all bids without offering any reason, waive any defect therein and make an award to the bidder whose proposal is most advantageous to the University. The UPLB likewise assumes no obligation for whatever losses that may be incurred by the bidders in the preparation of the bids, nor does it guarantee that the award shall be made.

(Sgd.)

ENGR. LEONIDAS A. CAOILI
Chair, ADC-MV



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ANNEX A
EIGHTEEN (18) LOTS OF UNSERVICEABLE MOTOR VEHICLES
(UPLB-MV-D-12-002-23)



No Picture: Lot 14, 15

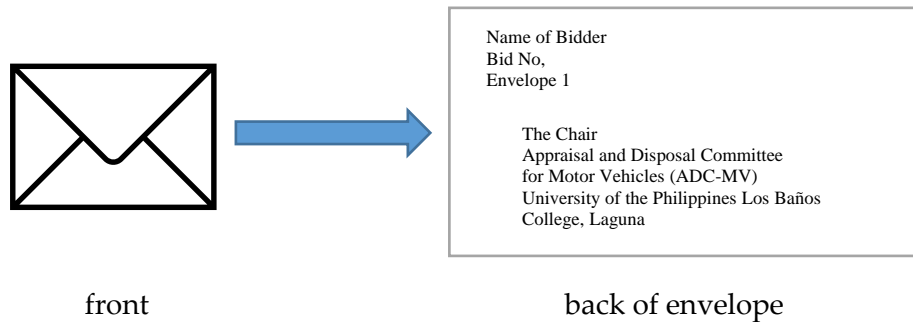


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ANNEX B. 1
SAMPLE SEALED ENVELOPE FORMAT



ANNEX B. 2
PAYMENT OF SALES FOR AUCTION OF UNSERVICEABLE PROPERTIES

- A. Pay at the Cashier's Office (from 8:00 am to 2:00 pm only, Mon to Fri).
- B. On-line Payment
- Instructions:**
1. Go to **Land Bank website** (<https://www.landbank.com/>) and select **Link.Biz Portal feature**.
 2. Click **"Pay Now"**.
 3. Select Merchant by typing University of the Philippines and look for **"University of the Philippines Los Baños"** on the drop-down list.
 4. Click **"Continue"**.
 5. At the **Transaction Type**, there will be a drop down list, select: **Other Revolving Fund** and the desired **Payment Option** (Cash Payment ; Landbank/ATM (should be registered in the IAccess); other forms of payment)*
 6. Fill in the required fields in the displayed information.
 7. For the **"Purpose of payment"** type **"Payment for Lot # _____ of Bid No. _____"**.
(Example: Payment for Lot # 1 of Bid No. UPLB-MV-D-12-002-23)
 8. For the **"Reference No."** type **9305012**.
 9. Click **"Submit"** and wait for further instructions.
 10. Email a copy of the proof of payment to **SPMO official email** address (spmo.uplb@up.edu.ph) and to hlbenzon@up.edu.ph.
 11. Original copy of the Official Receipt will be obtained from SPMO.

Payment Option:

Cash Payment – you can pay thru 7-11 stores; SM: Palawan Pawnshop; Cebuana Lhulluier; Robinson, Pay & Go, Bayad Center
PCHC Bank members
Etc.